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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 3

DD/S&T PROJECT ACTIONS

1. When preparing requests for contract actions for amounts over \$25,000, which includes a memorandum to DD/S&T and Form 2416 and attachment to D/Logistics, the division secretaries are asked to do the following:
  - a. Prepare distribution on DD/S&T memo as follows:
    - Original & 1 - Addressee
    - 2 - DD/S&T Registry
    - 1 - AO/ORD
    - 1 - B&F/ORD
    - 1 - Chrono/ORDOmit SLO/DD/S&T from distribution list.
  - b. Prepare Form 2416 and attachment with buck slips as follows:
    - 2 - D/Logistics (Pink routing slip)
    - 1 - DD/S&T Logistics
    - 2 - DD/S&T Registry
    - 1 - AO/ORD
    - 1 - B&F/ORD
    - 1 - Chrono/ORDOther copies as needed by your Division.
2. When preparing Form 2416 and attachment for amounts under \$25,000 going to Logistics, please prepare buck slips as follows:
  - a. Request a control number from the ORD Registry
  - b. Routing:
    - 2 - D/Logistics (Pink routing slip) 25X1A9a
    - 1 - [REDACTED]/DD/S&T
    - 1 - DD/S&T Registry
    - 1 - AO/ORD
    - 1 - B&F/ORD
    - 1 - Chrono/ORDOther copies as needed by your Division.
3. Delete [REDACTED] name from the signature block on Form 2416 and insert DD/S&T until further notice.

25X1A9a

[REDACTED]  
Administrative Officer  
Office of Research and Development

GROUP I  
Excluded from automatic  
downgrading and  
declassification

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